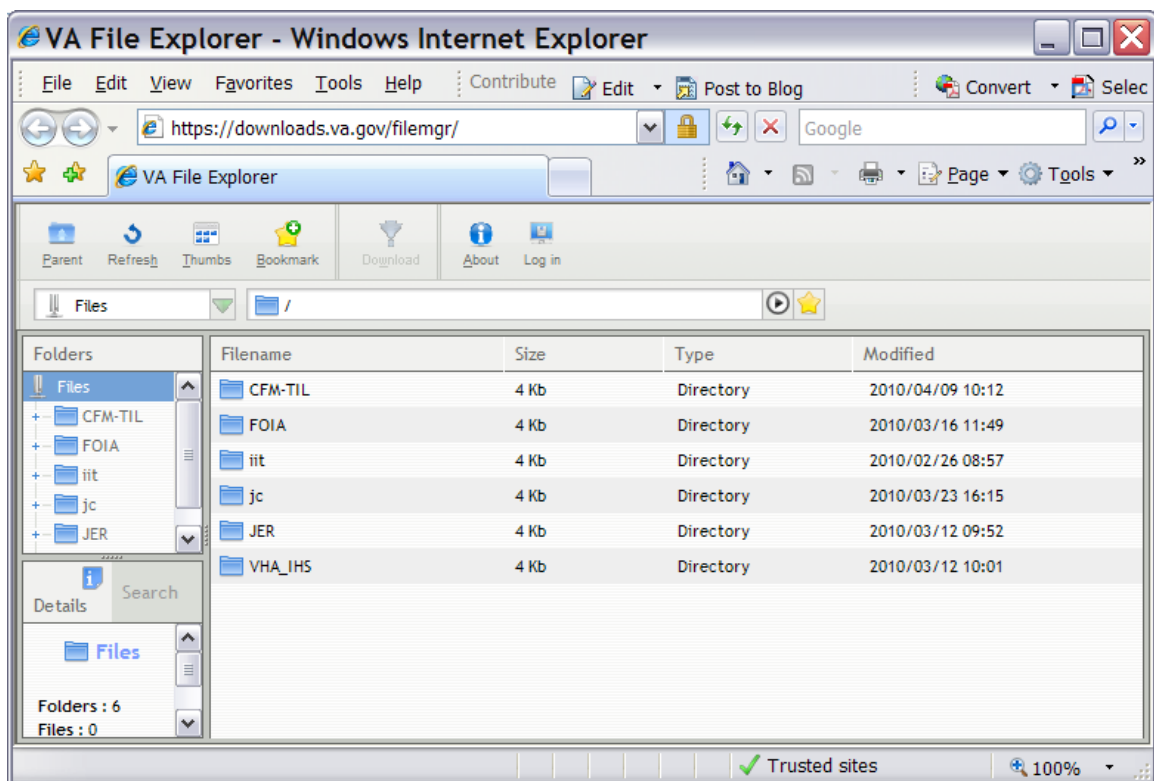# User Instructions for Downloading Multiple TIL Documents from the VA FTP site using AjaXplorer interface
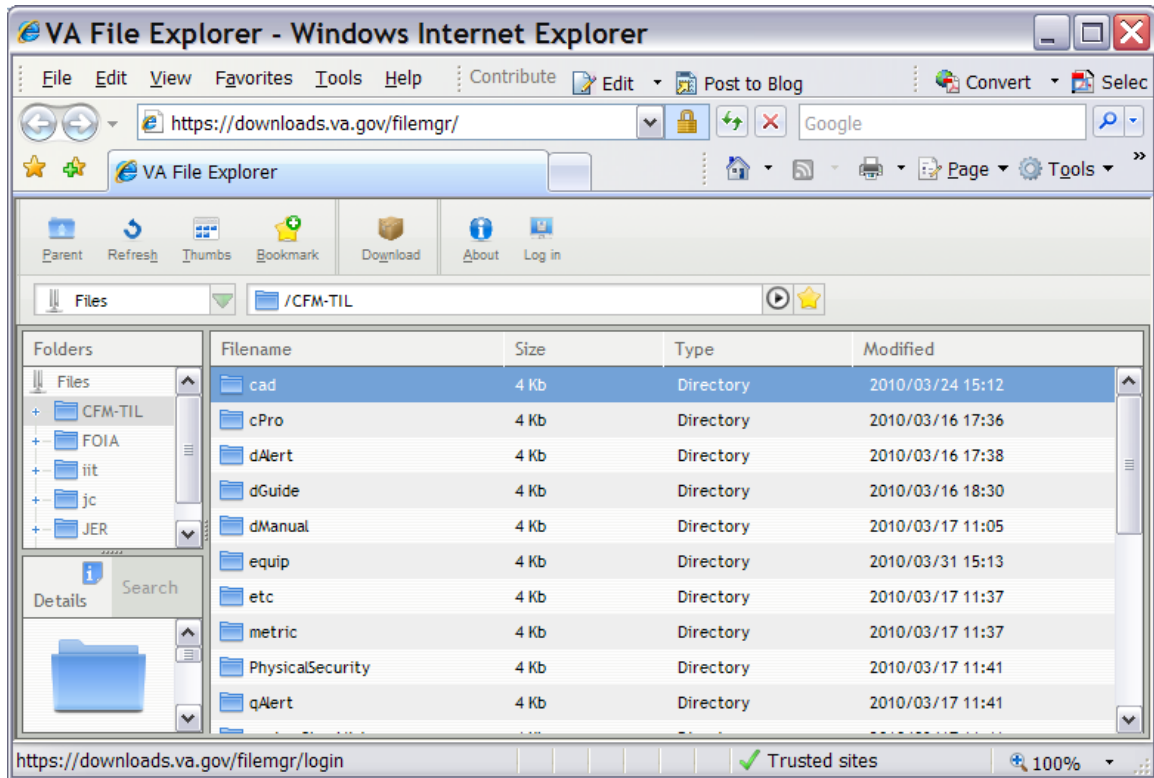
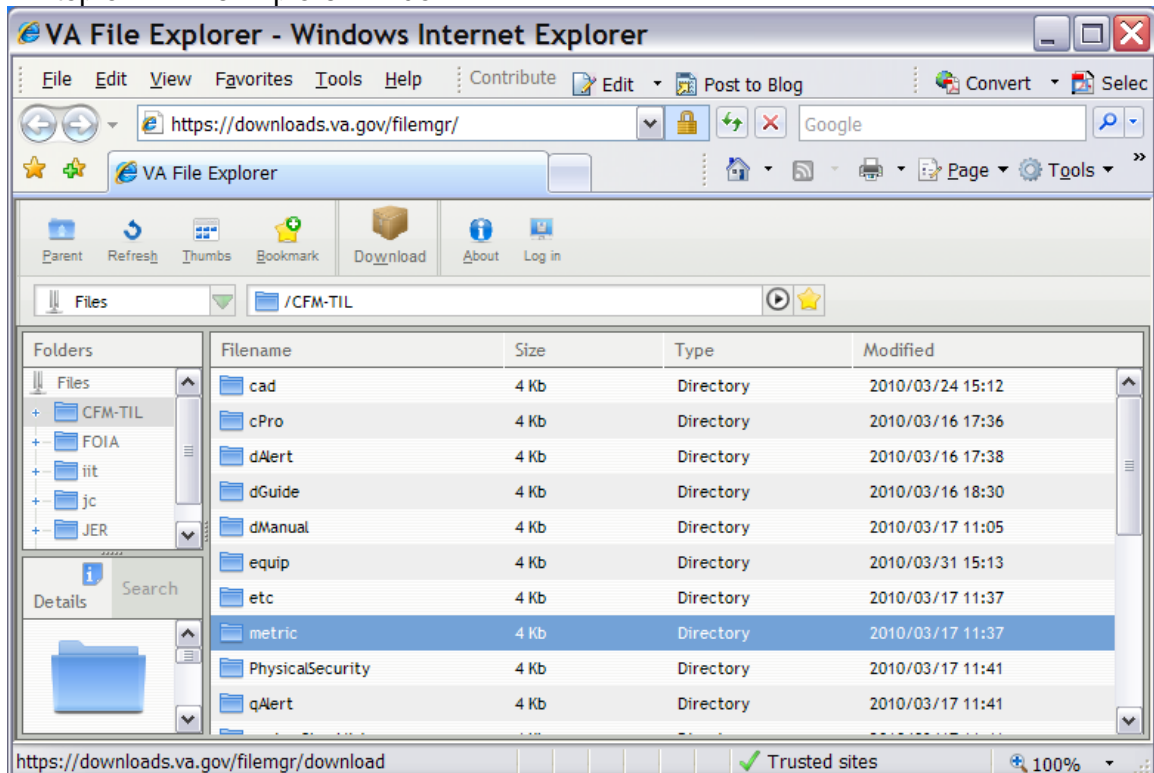The following instructions will allow you to gain access and download the Standards documents from the VA FTP site.

1. Click on the link at the bottom of any Technical Library (TIL) Web page
    https://downloads.va.gov/filemgr/   and wait a few seconds while the VA File
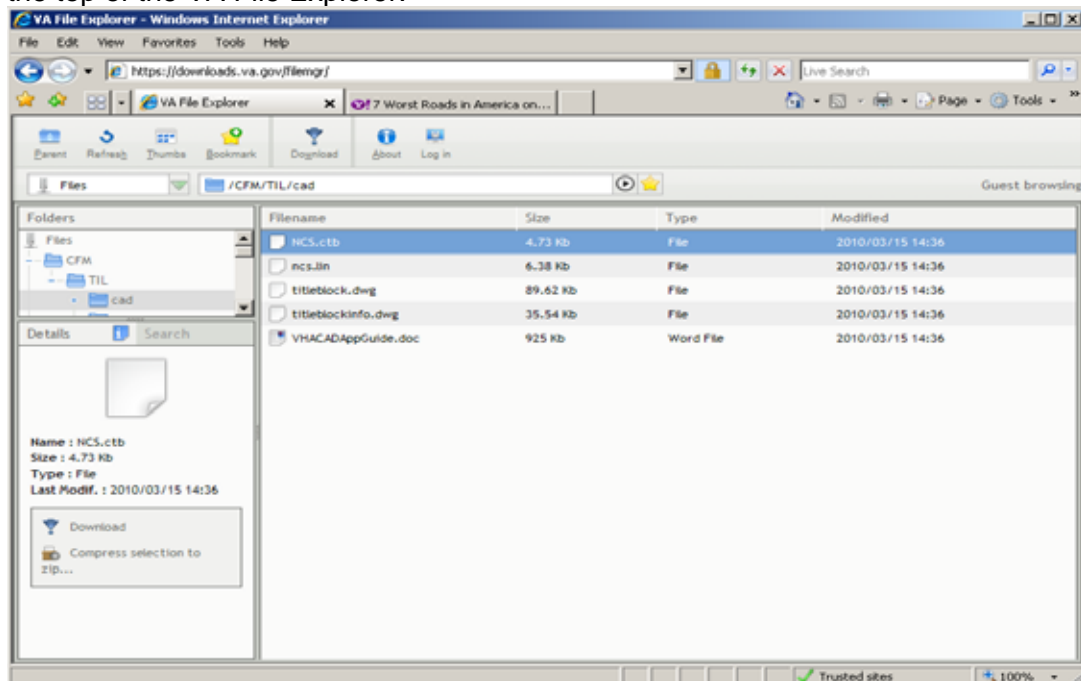   Explorer (AjaXplorer) loads on your PC.

2. Double click on the **CFM-TIL** folder to view the Standards list of folder.
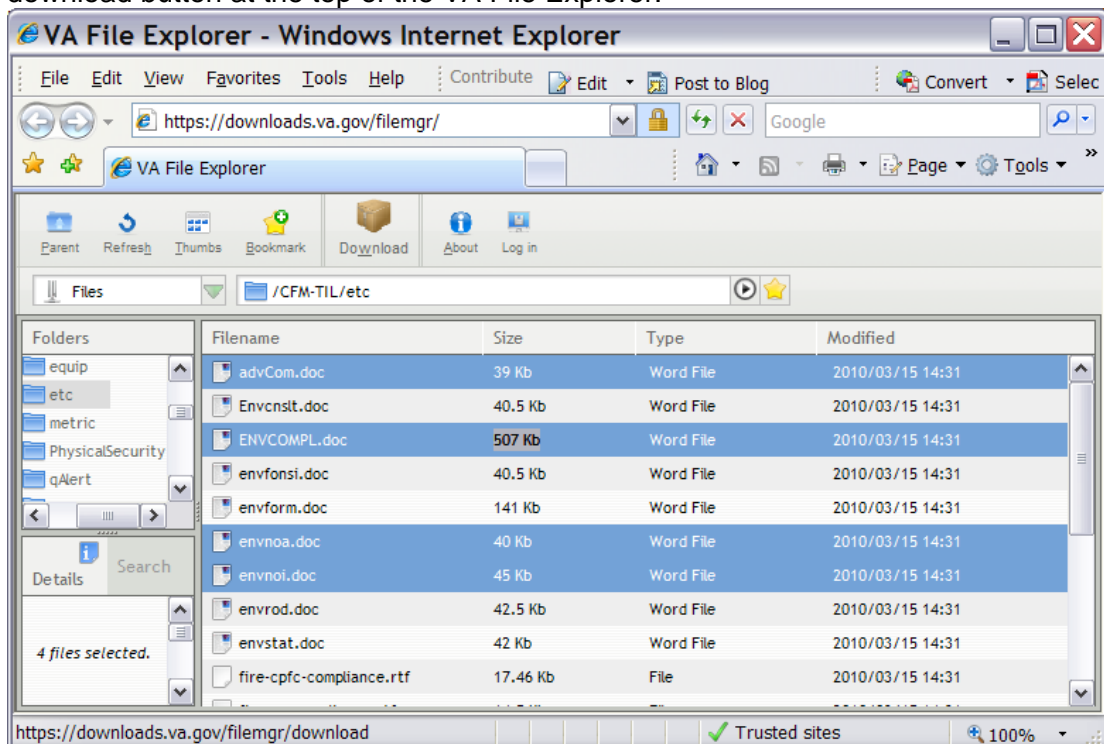

3 Select your desired Standards folder to access documents one of three ways:

    a. To download the entire selected folder, lick on the **Brown** download button at the top of VA File Explorer window.

b. To download a single document in the selected folder, double click to enter the folder, select the file you wish to download, then click on the Blue ⌖ download button at the top of the VA File Explorer.

c. To download several documents within a folder, press the Ctrl key and click on each file you wish to select. When you complete your selections, click on the Brown 📦 download button at the top of the VA File Explorer.

5. When completed with downloads, close window in the usual manner.

Note: Standards document are in one or more of the following formats:
- Word (doc and docx)
- Excel (xls and xlsx)
- Adobe (PDF)
- AutoCAD (dwg)
- Rich Text (rtf)